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14 OCT 1968

MINUTES

DD/S STAFF MEETING

8 October 1968 - 1035 Hours

25X1



2. Publications Requirements and Capabilities

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[redacted] noted that the study on this subject has been completed and that Colonel White had endorsed several recommendations made in the report. Among these were:

a. The appointment of a senior officer in each Directorate to control printing. The DD/S feels that Support Directorate printing is already adequately controlled and no appointment will be made in the Support Directorate.

b. The appointment of a Records Management Officer responsible for forms control for each Directorate.

c. A report on overall progress on all of the recommendations to be made during the Agency review next spring. Each Office should prepare to make such a report.

A study of reproduction equipment is still proceeding.

3. Budget Hearings

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[redacted] said that some Offices will be scheduled for hearings, beginning Friday, with Bureau of the Budget representatives; other Offices may have no hearings.

4. Fund Drive Report

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[redacted] reported on the progress of the Combined Federal Campaign, reporting that the Support Directorate had reached 42.6% of its quota. Office results to date were also given.

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downgrading and
declassification

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5. Assurances to Applicants Regarding Tenure

Mr. Bannerman called attention to the copy of Colonel White's memorandum addressed to Messrs. Proctor and Wattles, dated 2 October 1968, which was forwarded to Office Heads on 7 October. A couple of cases have been surfaced where employees claim that they were given assurances as to tenure of service with the Agency. It was emphasized that no one can give an applicant or employee such assurances; continued employment depends on many factors. Office Heads were requested to emphasize this point with their people who may be in contact with applicants for employment.

Mr. Osborn joined the meeting at 1050 hours.

6. Reports on TDY Travel

Mr. Bannerman referred to a memorandum dated 10 January 1967, signed by the Executive Director-Comptroller on this subject. It is being reissued. Reports should be made through Deputy Directors. Senior officials are considered to be those who report directly to a Deputy Director or to the Executive Director-Comptroller; these reports will normally be forwarded to the Director.

25X1 7. Tours

25X1 Mr. Bannerman noted that a dispatch has now gone to the field setting forth the tour policy

a. Two tours of two years each with home leave between tours for all officers of the DD/P and the DD/S who have received Agency-sponsored language training.

b. Three-year tours for all other DD/P officers, with an option to request home leave at the end of the second year and return for another two years.

c. All other DD/S officers will have a basic two-year tour; they will be encouraged to extend for a third year or accept a second two-year tour after home leave.

d. Clerical personnel, GS-7 and below, will have a two-year tour.

8. CIA Movie

Mr. Bannerman recalled that the proposed CIA movie was deferred pending the completion of the ONE movie. The latter was a success and the Director

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now wishes to proceed with the CIA movie. As a means of accomplishing the job, we will not go the committee route but will appoint a manager and try to use the script writer who worked on the ONE movie. The film will be used for some outside groups and groups in Government and should be about 45 minutes long at most. The source of production funds is not yet decided.

9. Cafeteria

The DD/S spoke of the apparent communications gap between employees and management; the fact that there were lots of protests and a brewing situation of which management was not clearly aware. The DD/S will establish an employee committee to work with the Office of Logistics; complaints will be channeled to OL for corrective action. A Headquarters Notice will possibly be published.

10. Support Directorate Awards Ceremony

Mr. Bannerman noted that this is set for October 10 at 10:00 a.m. with Colonel White as a guest. The film of the Director's talk at the September 18 Awards Ceremony will be shown; the DD/S will introduce each Office Head, who will then be seated on stage; Office Heads will call off the names of their employee recipients. It is expected that about 300 people will be present.

11. Records Management Board

25X1 Mr. Bannerman said that everyone is under orders to reduce their inactive records holdings [] by 50%. Some historical records are apparently being destroyed, and he is tasking the Records Management Board to come up with better guidelines for the protection of historical records, and the legal requirements for retention of certain records. He noted that circumstances are forcing us to move from a decentralized records program to a centralized program.

12. Around the Table

25X1 a.



[] is significantly better. [] was introduced as the Acting Deputy Director for Communications.

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25X1 b. Mr. Osborn:

Jim Angleton is out of the hospital.

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c.

The article that recently appeared in the Washington Star was erroneous on Agency death statistics. Mr. Bannerman commented that the Office of Medical Services should also add in statistics on deaths which have occurred due to

The flu shot program is progressing; we may have a vaccine for the Hong Kong strain in December.

d. Mr. Richardson:

OTR officers attended a conference on computer-assisted instruction. This is very much in the R&D stage and will be for the next five years.

e. Mr. Bush:

A program is underway to make payments to annuitants for the increased cost-of-living adjustments provided by recent legislation.

13. Survey of Metropolitan Washington Space

The DD/S said that the OL report is back from the Director. Fifty-four per cent of our space is devoted to office use, 46% to non-office use. The Office of Logistics must continue to take a hard look at space and will in the future take a more active role in recommending consolidation of space etc.

14. The meeting adjourned at 1120 hours.

Special Assistant to the
Deputy Director for Support

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